**James Robertson**

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**EDUCATION**

**Bachelor of Arts**, Northern Illinois University, DeKalb, IL, Expected May 20XX

**Major:** General Studies

**GPA:**  3.5/4.0

Lambda Pi Eta Communications Honor Society, Inducted 20XX

**West Chicago Community High School**, West Chicago, IL May 20xx

**CERTIFICATE AND COMPUTER SKILLS**

Certifications: CPR, First Aid, AED

Computer Skills: Microsoft Word, Excel, PowerPoint

**LEADERSHIP EXPERIENCE**

**Community Advisor**, Neptune Residence Hall, Northern Illinois University August 20XX – Present

* Created a poster and presented it with teammates to psychology students and faculty
* Oversee a residence hall floor of about 30 undergraduates from diverse backgrounds
* Discuss personal concerns with residents in private, 1:1 conversations using active listening skills
* Plan, promote, and conduct entertaining and educational programs by scheduling guest speakers, creating marketing materials, and assessing for student learning and enjoyment
* Manage a $500 budget to ensure that funding is available for year-round activities
* Mediate roommate disputes in a way that attempts to find win-win solutions
* Enforce hall rules in an assertive, understanding manner

**WORK EXPERIENCE**

**Swim Instructor**, West Chicago Park District, West Chicago, IL May 2XXX – August 2XXX

* Actively guarded beach and pool areas, prevented accidents, and administered first aid/CPR when necessary
* Enforced safety regulations and maintained a clean and safe environment for all patrons
* Instructed swimmers of all levels and led recreational aquatic activities

**VOLUNTEER EXPERIENCE**

Kishwaukee Special Recreation Association, Sycamore, IL, August 20XX – Present

* Mentor and support special needs teens, ages 13-17, in recreational, cultural, and sports activities twice a week
* Tailor activities to meet the unique needs of each teen to promote full participation and safety during events
* Assist director with planning and coordinating special events and office administration